

**AGREEMENT BETWEEN
CITY OF EDMONDS, WASHINGTON
AND
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925**

January 1, 2015, through December 31, 2017

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January 1, 2015 through December 31, 2017

THIS AGREEMENT is between the CITY OF EDMONDS, WASHINGTON (hereinafter called the City) and SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 925 (hereinafter called the Union) for the purpose of setting forth the agreement between the parties re: wages, hours, and conditions of employment of those employees for whom the City has recognized the Union as the exclusive collective bargaining representative. The parties agree that all usage of male pronouns refer to both male and female employees and is in no way intended to discriminate against nor exclude female employees.

Article I - Recognition, Union Membership and Payroll Deduction

1.1 Recognition. The City recognizes the Union as the exclusive bargaining agent for the following described employees as certified by the Public Employment Relations Commission in case number 3259-E-81-030, and the City agrees that the Union shall be said employees' representative for the management of this agreement:

INCLUDED: All regular full- and part-time clerical, professional and technical employees regularly scheduled for twenty (20) or more hours per week as listed by position in Appendix "A". Note: The list of Job Titles in Section A.3 in no way limits the number of job titles which may be included within the bargaining unit.

EXCLUDED: All positions contained in other bargaining units, including public works shop and field laborers, custodial and service positions and parks maintenance laborers; Police Department; Executive Assistant; Council Executive Assistant; Office Administrators; Human Resources Department; City Clerk; supervisory, professional, and management; and confidential employees as described under the Act; temporary or interim-funded positions.

1.2 Union Membership. All employees hired after the execution of this Agreement and all employees who are members of the Union on the execution date of this Agreement shall, as a condition of employment, be obligated to join the Union or pay an amount equivalent to the Union's regular dues to the Union as a service fee to defray the costs of collective bargaining and remain members in good standing. Good standing shall mean the payment of regular monthly dues or service fees uniformly required by the Union. This obligation shall commence thirty (30) calendar days following hire or thirty (30) calendar days following the execution date of this Agreement, whichever is later.

Employees who, in accordance with RCW 41.56.122, have bona fide religious tenants or teachings of a church or religious body and who have a right of non- association, shall contribute an amount equivalent to regular union dues to an appropriate charity. The employee shall furnish written proof to the Union and the City that such payment has been made.

The Union agrees to represent all employees in the bargaining unit regardless of membership or non-membership status.

Employees employed as of the execution date of this Agreement, who are not required to belong to the Union, shall contribute an amount equivalent to regular union dues in the manner provided above.

1.3 Payroll Deduction. The City agrees to deduct Union dues uniformly levied against Union members in accordance with RCW 41.56.100 and shall transmit the same to the Union. The City also agrees to deduct from the paycheck of those employees that have submitted written authorization contributions to COPE and transmit same to the Union. The Union will indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City on account of any check-off of dues for the Union. The Union agrees to refund to the City any amounts paid to it in error on account of the check-off provision upon presentation of proper evidence thereof.

1.4 Pertinent Information. The Union will be provided with pertinent information regarding new vacancies, new appointments, or termination in positions within the bargaining unit. Pertinent information includes position titles, descriptions, salary ranges, and dates of appointments or terminations of employees within the bargaining unit.

Article II - Hours of Work

2.1 Standard Work Week. The standard work week shall be five (5) consecutive work days of eight (8) hours each or four (4) consecutive work days of ten (10) hours each. The standard work week shall be forty (40) hours per week and shall normally be scheduled Monday through Friday. The working hours of each day shall be normally between 7:00 a.m. and 6:00 p.m. with the exception of employees in the Parks and Recreation Department whose working hours may be adjusted to include up to two (2) evenings per week for each employee. In any event, the total hours worked shall not exceed forty (40) hours per week unless overtime is paid or compensatory time is earned. Other schedules may be established by mutual agreement of the employee and City. Rates of pay for work other than during the standard workweek shall be as provided in Article III - Overtime. It is further recognized that 9/80 schedules may not be feasible for every department and must be approved by the department head.

2.2 Schedule Change. Normally, at least seven (7) calendar days advance notice shall be given the employee prior to the commencement of a schedule change, except in the case where emergency operations cannot be anticipated.

2.3 Lunch and Breaks. A lunch period of between one half (1/2) hour and one (1) hour for each employee shall be scheduled approximately midway through the workday. Each employee

shall receive a 15 minute paid relief period approximately midway of both the morning and the afternoon shift. Lunch shall be considered the employees' own time and may normally be taken away from the City's premises.

2.4 Flexible Hours. If scheduled at least seven (7) calendar days in advance, the hours of employees may be adjusted to include evening hours, provided the employee is given the option to adjust her/his hours for any one (1) day of the work week so that the total hours worked is not in excess of forty (40) hours, subject to Section 2.1. If the employee is not given seven (7) calendar days notice, all time worked after six p.m. shall be compensated at the overtime rate or by time and one-half compensatory time.

2.5 Shift Differential Notwithstanding the provisions of Section 2.1 **Standard Work Week**, the standard work week for the position of Senior Office Specialist in Parks and Recreation may be established to five (5) consecutive days, Monday through Friday, from 12:00 p.m. until 9:00 p.m. and shall be compensated five percent (5%) per hour in addition to their regular hourly rate of pay for all hours worked after 5 p.m.

Article III - Overtime

3.1 General. Overtime cash payment or compensatory time off by mutual agreement between the City and the employee, at one and one-half (1-1/2) times the overtime worked, at the regular hourly rate of the employee's salary, shall be earned for time worked beyond the 40 hour work week established by 2.1. A minimum of one-quarter (1/4) hour's overtime payment or compensatory time off shall be earned when required to work beyond the scheduled work week. After the first one-quarter (1/4) hour, each one-quarter (1/4) hour or major portion thereof shall be compensated. Overtime shall be recognized only upon prior approval of the employee's supervisor or department head.

3.2 Callback. A minimum of three (3) hours at one and one-half (1-1/2) times the employee's regular hourly rate shall be earned for callbacks. Time worked beyond the minimum shall be compensated at one and one-half (1-1/2) times the actual time worked in one-quarter (1/4) hour increments for each one-quarter (1/4) hour or major portion thereof.

3.3 Compensatory Time. Employees shall have the right to convert compensatory time off to an overtime cash payment by making a written request on the employee's timesheet. Compensatory time may be taken with the approval of the supervisor or at the direction of the supervisor, provided the employee is given ten (10) working days notice.

Article IV - Position Classifications, Rates of Pay and Non-Discrimination

4.1 Position Classifications and Pay Grades. The classifications of positions covered by this Agreement and the corresponding rates of pay shall be as set forth in Appendix "A" which is

attached hereto and made a part of this Agreement. These rates of pay shall be regarded as contractual minimum rates.

4.2 Working Out of Classification. An employee assigned by a supervisor, in writing, or has in the course of regular duties to have assumed all the duties of a higher classification for a period of four (4) or more consecutive working days, or performs said duties in a greater than ½ FTE (full time equivalent) basis for more than one pay period, shall during the period of that assignment be placed at the step on the wage scale of the higher classification that provides an increase over the employee's regular rate of pay of at least five percent (5%). This shall include work out of classification to cover for another employee's scheduled vacation. Seniority shall be a consideration when assigning employees to work out of classification.

4.3 No Pyramiding. Notwithstanding any other provision of this Agreement, premium or overtime pay shall not be duplicated or pyramided. In no case shall premium or overtime pay be based on other than the employee's regular straight time rate of pay to the extent permitted by FLSA.

4.4 Job Descriptions. The duties, responsibilities, and qualifications of positions shall be contained in Job Descriptions of the Classification Plan. Copies of said descriptions and revisions thereto shall be provided to the Union and the affected employee(s). The creation and revision of job descriptions shall be a management prerogative. However, an employee may request a review of his/her job description. The Human Resources Director shall confer with the supervisor and the affected employee(s) to review the recommendations and suggestions. The Human Resources Director shall record the summary of reasons for revising or not revising the job description and provide a copy to the requesting employee within sixty (60) days of the request. Provided, the review shall not be subject to appeal through the grievance procedure.

4.5 New Job Classifications. Should it become necessary to establish a new job classification within the bargaining unit during the term of this Agreement, the City may designate a job classification title and salary for the classification. The salary for any new classification within the bargaining unit shall become subject to negotiation at such time as the salaries for the subsequent contract year are negotiated or take effect.

4.6 Non-Discrimination. The City and the Union agree those statutory requirements and obligations concerning equal employment opportunities, affirmative action, and all other applicable anti-discrimination state and federal laws and regulations shall be adhered to. Complaints of discrimination under this section shall be subject to the grievance procedure but shall not be subject to arbitration.

No employee shall be discriminated against, and their employment security will not be threatened, for upholding the provisions of this Agreement or seeking the enforcement of their right to nondiscrimination through an appropriate government agency.

Article V - Holidays

5.1 Designation of Holidays. The following shall be considered paid holidays for full-time employees. Part-time employees regularly working twenty (20) hours per week or more shall receive prorated compensation for the following holidays, based on their regularly scheduled hours.

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday of January
President's Day	Third Monday of February
Memorial Day	The Last Monday in May
Independence Day	July 4
Labor Day	First Monday of September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday of November
Friday following Thanksgiving Day	
Day before Christmas Day	December 24
Christmas Day	December 25

A floating holiday will be given to each full time employee (pro-rated for part time regular employees) after six consecutive months of employment. The floating holiday shall not be carried over into the next calendar year. In the event of termination before June 30, an employee who has completed six (6) months of employment shall be paid for one-half of that year's floating holiday, if unused. If termination is after June 30, an employee who has completed six (6) months of employment shall be given full payment for the floating holiday, if unused.

If Christmas Day or the day before Christmas fall on a weekend day, an alternative workday will be selected provided the employee gets four consecutive days off.

Holiday time shall be considered time worked when computing overtime. If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If a holiday falls on a Sunday, Monday will be observed as the holiday.

5.2 Holiday Pay. Eligible full-time employees will receive eight (8) hours of pay at their straight-time rate for each holiday. Part-time employees will receive holiday pay on a prorated

basis. Employees are eligible for holiday pay if they are in paid status on the regular business day preceding the holiday. Employees whose employment is terminated immediately prior to a holiday are not entitled to holiday pay.

Employees who are normally scheduled to work more than eight (8) hours on a day observed as a holiday may use vacation leave, compensatory time, or leave without pay to make up the difference between the employee's normally scheduled shift and the eight (8) hours of holiday pay. An employee assigned to work on any holiday shall be compensated at the overtime rate of pay in addition to the holiday pay, with a minimum guarantee of four (4) hours pay.

5.3 Four Day Per Week Employees. When a holiday falls on a four-day per week, or 9/80, employee's scheduled day off, an extra day of holiday with pay will be granted in lieu thereof.

Article VI - Vacation

6.1 General. Employees covered by this Agreement shall accrue vacation leave with pay depending on the length of continuous service with the City. Part-time employees regularly working twenty (20) hours or more per week shall accrue vacation leave on a prorated basis.

6.2 Accrual. Full-time employees shall accrue the following amount of vacation time with pay, depending on the length of continuous service:

<i>YEARS OF EMPLOYMENT</i>	<i>VACATION</i>	<i>MAXIMUM ALLOWED VACATION ACCRUAL</i>
<i>First 6 months</i>	<i>48 hours</i>	<i>--</i>
<i>Second six months</i>	<i>40 hours Additional</i>	<i>--</i>
<i>1 through 4 years</i>	<i>88 hours</i>	<i>176</i>
<i>5 through 9 years</i>	<i>128 hours</i>	<i>256</i>
<i>10 through 14 years</i>	<i>168 hours</i>	<i>336</i>
<i>15 through 19 years</i>	<i>176 hours</i>	<i>352</i>
<i>20 through 24 years</i>	<i>192 hours</i>	<i>384</i>
<i>25 years thereafter</i>	<i>208 hours</i>	<i>416</i>

Employees who have reached maximum vacation accrual (24 months of accrual) will not accrue additional vacation until they have reduced their accrued balance.

6.3 Computation. Only those days on which the employee would normally be required to work shall be counted in computing the vacation period to which the employee is entitled. When a holiday falls within an employee's vacation period, the holiday will not be counted as a day of vacation. Vacation pay is computed on the straight time base rate in effect at the time vacation is taken.

6.4 Scheduling Employees shall submit vacation requests prior to March 1. Upon receipt of same, the City shall develop a schedule of vacations, which shall be posted on or before April 1. In the event more employees than can be scheduled request the same dates and the conflict

cannot be resolved by mutual agreement among the requesting employees, the requests of the most senior employees will prevail. All vacation requests made after March 1 shall be granted where possible. Employees will be required to take vacation during a period that will be determined by departmental workload and their Supervisor. Changes in the posted vacation schedule shall be made only as necessary to meet the demands of the workload.

6.5 Accrual During Compensated Leave. Employees who are on compensated leave (vacation, sick, shared leave or any other approved paid leave) shall continue to accrue vacation leave at the regularly prescribed rate during such absence.

6.6 Compensation Upon Termination/Death. Upon termination of an employee, any accumulated vacation shall be paid off. Upon the death of an employee in active service, such payment will be made to the beneficiary of the deceased employee.

Article VII - Leaves with Pay

7.1 Sick Leave.

7.1.1 Accrual. Sick leave with pay shall accrue at the rate of eight hours for each full calendar month of the full-time employee's service. Part-time employees regularly working twenty (20) hours per week or more shall receive prorated sick leave. Any sick leave accrued, but unused, shall accumulate up to a total of one thousand (1000) hours. Provided further, an employee who has accrued in excess of eight hundred (800) hours of sick leave may convert such excess hours to a cash payment at a rate of three (3) hours of sick leave for one (1) hour compensation, at the employee's current rate of pay, up to a maximum of one thousand dollars (\$1000.00) per year. The City shall notify the employees of their accrued sick leave hours by November 1 of each year. Employees must request optional sick leave cash-out within ten (10) working days from their notice of accrued sick leave. The sick leave cash-out shall be paid on the first paycheck in January of the following year.

7.1.2 Doctor's Certificate. The City may require a Doctor's Certificate as a condition of granting sick leave.

7.1.3 Definition of Sick Leave. An employee eligible for sick leave with pay shall be granted such leave for the following reasons, and for periods of one hour or more:

- a. The employee's own illness, injury or disability (including disability due to pregnancy or childbirth);
- b. The need to care for a child under eighteen (18) years of age, or an older child incapable of self-care, with a health condition requiring treatment or supervision;
- c. The need to care for the employee's immediate family as defined in article 7.2 with a

serious health condition or emergency condition;

- d. Scheduled medical or dental appointments for the employee or a dependent child, provided that the employee receives advance approval from the Department head or designee; and further provided that employees must make reasonable efforts to schedule such appointments at times when they will not interfere with the scheduled work days;

At their election, employees may use other accrued paid leave in place of or in addition to sick leave for any of the purposes described above.

7.1.4 Pay Out Upon Termination. Upon honorable termination accrued, but unused, sick leave up to a maximum of eight hundred (800) hours shall be paid according to the following percentage of the rate of pay in effect immediately prior to termination:

- a. Employees as of May 1, 1982.
 1. Voluntary quit with less than two hundred (200) hours accrued sick leave 0%
 2. Voluntary quit with two hundred (200) hours or more accrued sick leave 50%
 3. Layoff 50%
 4. Normal Service Retirement (PERS) 50%
- b. Employees hired or rehired after May 1, 1982.
 1. Voluntary quit with less than two hundred (200) hours accrued sick leave 0%
 2. Voluntary quit with two hundred (200) hours or more accrued sick leave 25%
 2. Layoff 50%
 3. Normal Service Retirement (PERS) 50%
- c. Employee payout on retirement. In addition to the above payments, an employee

with accrued sick leave over the 800 hour cap shall be entitled to receive up to 100 hours of payout under the following conditions:

1. Payout is conditioned on the employee being eligible and applying for retirement through the PERS system. Payment to be processed in conjunction with application.
2. Payout shall be made directly to a tax deferred account such as a VEBA or HSA (should the latter be established).
3. Payment shall be on a one-to-one hour basis for accrued sick leave hours in the employee's bank between 800 and 900 hours.

In the event of death of the employee, payment for all unused sick leave (100% of accrued sick leave) shall be made to the surviving spouse or to his estate if there is no spouse, at his regular straight-time hourly rate of pay.

7.1.5 Worker's Compensation Offset. If an employee is simultaneously entitled to Worker's Compensation benefits and sick leave, the employee may decline the Worker's Compensation offset of sick leave usage by giving written notification to his/her supervisor within three (3) calendar days of the filing of the disability claim.

Employees who are using the Worker's Compensation offset must turn over to the City Human Resources Department all compensation received from the Department of Labor and Industries, which will be used to restore a proportionate amount of sick leave used during the absence. Employees, who exhaust their accrued sick leave or elect not to use the Worker's Compensation offset, may be placed on leave without pay for a maximum of six (6) months provided the employee is able to return to work.

7.1.6 Sick Leave Incentive Employees who maintain a good attendance record shall be eligible for the following incentive for the corresponding annual sick leave usage:

<u>Hrs of sick leave used</u>	<u>Hrs of vacation earned</u>	<u>Hrs of sick leave used</u>	<u>Hrs of vacation earned</u>
0	24	13	11
1	23	14	10
2	22	15	9
3	21	16	8
4	20	17	7
5	19	18	6
6	18	19	5
7	17	20	4
8	16	21	3
9	15	22	2
10	14	23	1
11	13	24	0
12	12		

Use of the earned annual leave days shall be in the year following the year the employee's attendance record has been established. Sick leave absences due to an accepted State Worker's Compensation illness or injury as well as sick leave absences due to Family Medical Leave, shall not be taken into consideration when applying the eligibility standards. Partial hours of sick leave .5 or above will be rounded to the next highest whole number and partial hours of sick leave below .5 will be rounded to the next lower whole number for calculating vacation hours earned.

7.2 Bereavement Leave. Regular Full-time employees may receive up to three (3) days bereavement leave with pay in the event of a death in their immediate family. "Immediate family" means spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and step-relations. Spouse shall mean an individual who is married to a City employee under the laws of the State of Washington, or who is in a domestic partnership which is registered with or recognized by the State of Washington in accord with the provisions of Chapter 43.07 RCW. Immediate family also refers to the spouse's relatives the same as designated for employee. Additional leave may be granted subject to approval of the Department Director and shall be charged against accumulated sick leave.

7.3 Jury Duty Leave. While on jury duty the employee shall receive his/her base pay, longevity, and other premiums required by collective bargaining agreement not including overtime, from the City. The employee must turn over to the City all additional compensation received for jury duty not to include mileage reimbursement.

7.4 Reserve Duty Leave. An employee who is a member of a State National Guard or Federal Reserve Military Unit shall be entitled to be absent from his or her duties with the City in accordance with state and federal statutes.

Article VIII - Other Leaves of Absence

8.1 Family and Medical Leave (FML) Eligible employees are entitled to the full benefit and protection of the State and Federal Family Medical Leave (FML) and Pregnancy Disability laws. In addition to the legal requirements, the following provisions and benefits shall apply.

- 1) Employees are required to use accrued sick leave during any state or federal FML or pregnancy disability leave, provided the use of such leave qualifies under Section 7.1.3 herein.
- 2) Employees may use accrued vacation during any state and or federal FML or pregnancy disability leave, but shall not be required to do so.
- 3) The City is required to continue the employee's health benefits for the duration of the federal FML at the same level and under the same conditions as if the employee had

been continuously employed and on paid status.

- 4) Federal FML shall be based upon a rolling 12 month year beginning on the date an employee takes his/her first FML leave.

8.2 Discretionary Unpaid Leaves. A leave of absence without pay may be granted to any employee by the Department Director for such reasons as family care or emergency, education and personal business.

8.3 Return from Leave. Upon return from unpaid leave, all benefit accrual calculations, seniority rights, and credit for continuous service shall resume at the same level or with the same rights as the employee experienced prior to going on leave. For the purposes of leave accrual and MEBT vesting, an adjusted date will be used that reflects all previous months worked prior to taking leave. The employee's annual performance evaluation date (anniversary date) will be adjusted to reflect their time off due to the leave of absence.

8.4 Health Coverage During Unpaid Non-FML Leave. During the period of an approved leave of absence, monthly premiums for medical insurance may be paid to the City for payment to the insurance company to the extent the policy allows continued coverage, so as to maintain continued coverage.

8.5 Terms of the Leave. The City shall state in writing the terms of the leave of absence at the time it is granted. Unless otherwise provided herein, no sick leave or vacation leave shall accrue during any leave, nor shall the employee be entitled to any other benefits during the leave.

Article IX - Health and Welfare

9.1 Coverage. The City shall make available to eligible regular full-time and regular part-time employees, and their eligible spouses and dependents, an insurance program that includes medical, dental, life and vision insurance, and an employee assistance plan (EAP) benefit. "Spouse" shall mean an individual who is married to a City employee under the laws of the State of Washington, or who is in a domestic partnership which is registered with or recognized by the State of Washington in accord with the provisions of Chapter 43.07 RCW. This insurance program includes the following:

9.1.1 Medical Insurance. Employees may choose between the following medical plans: Association of Washington Cities ("AWC") HealthFirst or AWC Group Health Cooperative \$10 Co-pay Plan . The Employer reserves the right to re-open negotiations related to medical insurance.

9.1.2 Dental Insurance. Dental insurance is provided through the AWC Washington Dental Service Plan F with Option III (orthodontia).

9.1.3 Vision Insurance. Vision insurance is provided through the AWC Vision Service Plan (\$10.00 deductible).

9.1.4 EAP Benefit. The Employee Assistance Program is provided through AWC.

9.1.5 Life Insurance. The City will pay one hundred percent (100%) of the basic life insurance premium.

9.1.6 Light Duty. When an employee is injured at work and is released to light or modified work duties and the employer has light and/or modified work duty available for the employee, the employee will return to work on light duty during their normal working hours.

9.1.7 Flexible Spending Account (FSA). The City shall provide and administer a Flexible Spending Account (FSA) using pre-tax deductions from employees for qualified medical, childcare, transportation and other permitted uses as allowed by the Internal Revenue Service (IRS) Code Section 125 for employees and their eligible dependents. The FSA plan will be made available to employees no later than January 1, 2016.

Health Insurance Premiums.

9.2 Full-Time Employees. For all regular full-time employees and their eligible spouses and dependents, the City will pay 90% of the premium costs of the benefits specified in Section 9.1.

9.3 Part-time Employees. For regular part-time employees normally scheduled to work a minimum of twenty (20) hours per week and their eligible spouses and dependents, the City's premium contribution described in Section 9.2 will be reduced on a pro rated basis according to the part-time employee's budgeted FTE.

Changes to Health Insurance Plans.

9.4 Changes to Plan Benefits. Benefit changes other than those plans specified in Section 9.1 will be made by mutual agreement.

Article X - Job Share

10.1 Definition and Implementation. A job share position is defined as a full-time budgeted position, which is occupied by two (2) part-time employees. Job sharing shall be implemented, and thereafter continued, only upon the approval of the Supervisor and the Department Head of the relevant position(s) and, in the instance of an occupied position, the request of the employee.

10.2 Schedule. Employees will share a full-time position on a half-time basis using a work schedule, which is convenient to the City and the employees. Examples of schedules that might be used are: (1) Each employee works four (4) hours per day; (2) Each employee works forty (40) hours in alternating weeks; (3) Each employee works twenty-four (24) hours one week and sixteen (16) hours the alternate week; (4) Each employee works two and one-half (2-1/2) days per week.

10.3 Coordination. The employees will be expected to coordinate with each other so that the responsibilities of the position and the level of required productivity are not adversely affected.

10.4 Compensation. Each employee will be paid one-half (1/2) of the established salary for the position. Due to seniority, the two (2) employees may be paid at different steps in the salary grade, however, whenever one (1) employee is on vacation, sick leave or absent the second employee shall have right of first refusal for available hours. Whenever one (1) employee works during vacation, sick leave or other absence of the second employee, the working employee will receive additional compensation at the regular rate of pay for excess hours worked up to forty (40) hours in one (1) week. Any hours worked beyond forty (40) in one (1) week will be compensated at time and one-half.

10.5 Benefits. Each employee working a minimum of 20 hours a week will be entitled to the following prorated benefits:

1. Vacation, Sick Leave and Holidays on a pro-rated basis;
2. Medical, Dental and Vision insurance with the City share of the premium prorated;
3. Basic Life Insurance paid for in full by the City;
4. Participation in the state Retirement Program (PERS) and the Municipal Employees' Benefit Trust;
5. Participation in other employee programs, including but not limited to the Employee Suggestion Program, Perfect Attendance Award, Wellness Program, and Employee Assistance Program.

Article XI – Evaluation

11.1 Procedure. The following procedure shall be used to assist in the performance evaluation of the employee: Each employee shall be evaluated at least annually, and each evaluation shall concern an employee's work performance for the entire period since the most recent previous evaluation. The evaluation shall include reference to weaknesses and strengths with specific suggestions for improvement where appropriate and shall be reviewed with the employee. A copy of the evaluation will be placed in the employee's personnel file and a copy will be given to the employee. The employees will be given an opportunity to attach comments to the evaluation for the personnel file.

11.2 Evaluation Appeal. An employee may appeal an evaluation through the Grievance Procedure, Article XVI, but such appeal may not be submitted to arbitration.

Article XII - Change in Status

12.1 Definition of Seniority. Seniority shall be defined as total length of service in a bargaining unit position with the City excluding the portion of unpaid extended leaves of absence in excess of thirty (30) calendar days. Unpaid leave means a leave granted pursuant to Article 8.2 and does not include leave in which the City extends benefits such as FMLA leave.

12.2 Promotions and Transfers. Appointment of employees to positions shall be made by the City upon selection of the applicants determined by the City in its sole discretion to be best qualified for the position(s) and after providing adequate opportunity and consideration for transfer and promotion of current employees. At the request of the employee, the City will provide the reasons for non-selection for the open position. Upon promotion an employee shall be placed on the wage scale at the step that provides at least a five percent (5%) per month increase in wages.

During the employee's six (6) month probationary period upon his/her promotion to a position within the bargaining unit, an employee may be demoted in the City's discretion and without recourse to the grievance procedure. Upon request by the employee, the City shall inform the employee of the rationale for the demotion.

12.3 Reclassification. Upon reclassification of a position to a higher classification effective after the date of this Agreement, the incumbent employee shall be placed on the wage scale at the step that provides at least a five percent (5%) per month increase in wages.

12.4 Reduction in Force. An employee will receive fifteen (15) working days advance notice of layoff with a copy of such notice to the Union.

In the event of a reduction in force, the City shall determine the order of layoff based upon the qualifications, performance evaluations of record, specializations needed for retained positions, and seniority with the union. When these factors are equal, employees shall be laid off in reverse order of seniority. Employees may "bump" or displace to a position in the same or lower pay grade if they meet the minimum qualifications and if their seniority exceeds that of the other employee's in the pay grade.

For the purpose of bumping into the municipal court, an employee may bump or displace, if in addition, he/she meets the qualifications for the job and the needs of the court and the Judge. If the Judge in his or her discretion declines to accept the application and an employee who was eligible to bump is laid off due to the Judge's decision, that employee shall be entitled to one month of severance pay. In addition, the City shall pay directly to the insurance provider up to three months of insurance premiums as set forth in Article IX for the employee.

Upon receipt of the Official Notice of Reduction in Force that will be mailed to the employee's address on file with the City, the employee will have a period of 10 working days in which to consider employment options. The Official Notice will include information pertaining to the

employee's right to displace other employees as outlined in this section. A copy of the Official Notice will be sent to the union.

Employees wishing to exercise their displacement rights must provide to the Human Resources Department, a Statement of Intent to Displace within the 10 working day notice period. Along with the Statement of Intent to Displace, the employee must identify a maximum of three positions, listed in priority order, for which they are qualified and for which they have the required level of seniority. The employee must also include a full and complete description of verifiable qualifications for each position identified.

The City shall review within five (5) working days, in order, the employee's displacement choices based on their qualifications, performance evaluations of record, specializations and seniority. From this data, the City will determine the position (as high on the priority listings as possible), into which the employee is qualified to bump. Knowledge, skills, and abilities as contained in the current job description of the position in question, shall be the basis from which the determination is made. In cases where qualifications, performance, and union seniority are equal, seniority will be the determining factor. The City shall not lay off bargaining unit employees in lieu of disciplinary action.

Employees who are displaced will be provided the same notice and rights as outlined above. If the Department Head and employee mutually agree, the displaced employee may take paid administrative leave for the duration of the 15 working day advance notice period.

Employees cannot gain hours through the "bumping" process. In other words, a part time position may not bump a full time position. In addition, employees who currently share a position (job share) can, together, petition to bump into a full time position if they are qualified and meet the required level of seniority.

The pay grade of the position bumped into will prevail; however, the employee shall be placed at a step as comparable to their current pay as possible within the pay grade.

All displaced employees will be provided an out processing interview to review their benefits and various options as an inactive employee on recall status. Displaced employees will not be allowed to "run out" accrued leave balances but will be paid out in accordance with the union agreement.

Employees who move into a new position as a result of this process shall be in a trial status and shall receive written performance evaluations once a month throughout the six month trial period. At the successful completion of the six month trial period, the employee will resume the normal evaluation process as outlined in City policy. Employees, who are unable to satisfactorily perform the duties of the new position, will be subject to termination.

12.5 Rehire. All employees who are laid off in accordance with this procedure shall be placed in a recall pool for up to twenty-four (24) months for recall by seniority in positions for which they are qualified.

In the event of a recall, those employees laid off shall be the first to be recalled to fill vacancies in their former positions or any position for which they have bumping rights. All employees on the recall list shall be informed when a position opens. Those employees with the most seniority in the bargaining unit shall be recalled first, provided they can perform the duties required in the classification affected. The names of persons laid off shall be maintained on a recall list. The list will be maintained by the Human Resources Department.

For a period of 24 months from the date of layoff, regular employees who were laid off will be placed on the City's job announcement mailing list to assist them in applying for other job vacancies for which they may be qualified.

Employees on layoff must keep the City informed of their current address and telephone number so that they may be contacted in a timely fashion. The City will notify employee by certified letter and document efforts to contact employees, and will send copies of all correspondence to the union. If the City is unable to contact the employee within ten consecutive working days from the date of notification, the City's obligation to recall an employee for that position shall cease. From the date of the receipt of a recall notice the employee who has been recalled will have five (5) working days to notify the City of their intent to return to work. Thereafter, the employee shall have 10 working days to report to work unless an extension is granted by the City. If the employee refuses a specific job offer within the 24 month layoff period, he/she shall be removed from the recall list.

The City shall have no obligation to recall Employees after they have been on continuous layoff for a period of 24 months.

If the individual is hired back within the 24 month layoff period, for purposes of leave accrual and MEBT vesting, an adjusted date will be used that reflects all previous months worked prior to layoff. Employees returning to their same position will have their annual performance evaluation date (anniversary date) adjusted to reflect their time off due to the reduction in force.

12.6 Posting of Vacancies. Position vacancies will be posted in all work locations for a period of five (5) working days. Postings will be longer than five (5) days if possible without delaying the hiring process.

Article XIII - Suspension and Discharge

13.1 Probationary Employees. During an employee's first six (6) months' employment with the City within the bargaining unit, an employee may be discharged at the City's discretion and without recourse to the grievance procedure.

13.2 Discipline/Corrective Action. The City agrees that an employee shall be disciplined, including suspension and discharge, only for just cause. The City agrees to follow the principles of progressive discipline. Disciplinary action generally includes the following progressive steps:

1. Oral warning which shall be reduced to writing and noted as an oral warning;
2. Written reprimand;
3. Suspension or demotion; and
4. Discharge

A corrective action plan in writing will be provided and discussed at each step of the disciplinary process. This action plan will include clear objectives, expectations and timelines.

Coach/Counseling Sessions and oral and written reprimands are deemed to be a means of communicating problems to an employee and are not subject to grievance beyond Step 3 of the grievance procedure. Discipline involving economic impact (suspension, demotion and discharge) may move beyond Step 3 of the grievance process.

Disciplinary action will be tailored to the nature and severity of the offense. Management maintains the right to take disciplinary action as they deem appropriate which may include skipping above steps to address severe discipline issues.

Records of oral warnings shall be removed from the employee's file in the Human Resources Department after a one (1) year period if no related violations occur. Discipline involving a written reprimand or suspension shall be maintained in the employees official personnel file.

The Department of Human Resources shall be the central depositor for all official personnel records and files. Employees shall be provided a copy of all adverse material placed in the official file at the time the material is included in the file. All official personnel records shall be maintained by the Department of Human Resources.

13.3 Written Notice. Upon request by the affected employee, the City will provide the employee in writing the reasons for suspension or discharge. Provided, that the reasons set forth shall not preclude the City from presenting additional evidence of the grounds for the action at any subsequent arbitration hearing.

Article XIV -Union Rights

14.1 Union Access. Upon application to the supervisor, the authorized representatives of the Union shall be granted access to the City's premises at any reasonable time for the purpose of adjusting grievances, investigating working conditions, or ascertaining that provisions of this Agreement are being adhered to; provided, that they do not interfere with employees in the performance of their duties.

14.2 Bulletin Boards. The City will make available suitable space in each building for the use of the Union for posting notices of its meetings, elections, recreational and social affairs, reports of Union committees, and rulings and policies of the Union.

14.3 Labor Management Committee The parties shall establish a joint Labor-Management Committee that shall meet on an as needed basis. The Committee shall be composed of an equal number of the Directors/Division Managers and members of the Union.

It is understood that the committee shall function in a consultative capacity and shall not be considered a collective bargaining forum, nor a decision making body unless the parties mutually agree to otherwise on a given topic. Either the Union or the City may initiate a discussion on an appropriate topic.

Article XV - Rights of Management

15.1 General. It is understood that the City retains its right to manage personnel and operate its Departments except as may be limited by an express provision of this Agreement. This Agreement shall not limit the right of the City to contract for services of any and all types; provided, that no bargaining unit employees lose their employment as a result of the City's decision to contract for services.

15.2 Method of Providing Service. Delivery of municipal services in the most efficient, effective and courteous manner is of paramount importance to the City, and the parties pledge their agreement with the objective of achieving the optimal level of employee performance and efficiency and reasonable working conditions consistent with safety, good health and sustained effort. In order to achieve this goal, the parties hereby recognize the City's right to determine the personnel, the methods, processes and means of providing municipal services, to increase, diminish, or change municipal equipment, including the introduction of any and all new, improved or automated methods or equipment, the assignment of employees to specific jobs within the bargaining unit, and the temporary assignment of employees covered by this Agreement to jobs outside the bargaining unit. Employees temporarily assigned to positions outside the bargaining unit shall retain all benefits and protections provided by this Agreement.

15.3 Performance Standards. The Union recognizes the City's right to establish and/or revise performance standards. Such standards may be used to determine acceptable performance levels, prepare work schedules, and measure the performance of employees. Such performance standards shall be reasonable.

15.4 Article Not Subject to Grievance Procedure. The exercise of any rights provided in this Article shall not be subject to the grievance procedure unless such exercise is thought to violate the express terms of this Agreement.

Article XVI - Work Stoppage

The City and the Union agree that the public interest requires the efficient and uninterrupted performance of all City services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the term of this Agreement, the Union and/or the employees covered by this Agreement shall not cause or engage in any work stoppage, strike, slowdown or other interference with City functions. Employees covered by this Agreement who

engage in any of the foregoing actions shall be subject to such disciplinary actions as may be determined by the City.

Article XVII - Miscellaneous

17.1 Mileage. All employees who have been authorized to use their own transportation on City business shall be reimbursed at the rate authorized by the Internal Revenue Service for employee mileage.

17.2 Use of Personal Vehicle. No employee shall normally be required to use a personal vehicle on City business.

17.3 Training Program. The City may provide employees release time with pay or compensatory time off to attend training programs that the City determines will be beneficial to their job performance. The City will attempt to provide notice of such training opportunities by posting notice or otherwise providing appropriate notice. If the City requires attendance at such training programs, the City will pay the expenses incurred.

17.4 Conferences. Matters of common concern to the parties concerning the application or interpretation of this Agreement will be the subject of Meet and Confer discussion upon request of either the City or the Union Representative. Such meetings will be scheduled at the mutual convenience of both parties.

17.5 Personnel Files. The employee and/or representative may examine the employee's personnel file in the offices of the Human Resources department if the employee so authorizes and releases the City from any obligation for breach of confidentiality in writing. Material placed into the employee's file relating to job performance or personal character shall be brought to his or her attention. The employee may challenge the propriety of including it in the files. If the City refuses to remove the challenged material, the employee shall not have the right to the grievance procedure but the employee shall have the right to insert documentation into the file, providing such documentation is relevant to the challenge. Except as may be required by state or federal laws or regulations, unauthorized persons shall not have access to employee files or other personal data related to their employment.

17.6 Recreation Passes. Employees shall be provided free of charge with weight room, gym, and swimming pool passes to be used during non-working hours.

17.7 Reclassification Requests. It is the supervisor's responsibility to maintain the employee's primary job assignments within the existing job description, until a revised job description is approved. Requests for revised job descriptions can be made by the Department Director to the Human Resources Office. Revised job descriptions, along with the appropriate pay grade, are subject to the Mayor's approval, before submittal to the Finance Committee and City Council for their approval.

17.8 **Drivers' License Verification.** All employees operating a City of Edmonds vehicle must have a valid Washington State Drivers License (DL). Any employee operating a City of Edmonds vehicle on a suspended or revoked DL is subject to disciplinary action up to and including termination.

Article XVIII - Grievance Procedure

A grievance shall be defined as an issue raised, relating to the interpretation, application or violation of any terms or provisions of this Agreement

18.1 **Grievance Steps.** When an employee has a grievance he/she shall bring it to the attention of his/her immediate supervisor, and the employee and supervisor shall attempt to settle the grievance. If the grievance cannot be settled, the employee shall state the grievance in writing and present it to his/her supervisor in accordance with the procedure set forth below:

a. **Step 1.** An employee and/or the Union, within ten (10) working days from the occurrence or knowledge of the occurrence of an alleged grievance (but in no event more than sixty (60) calendar days from the date of occurrence), may bring said grievance to the attention of the immediate supervisor in writing, stating clearly the facts and issues relating to the grievance, the provisions of the Agreement allegedly violated, and the remedy sought. The parties shall attempt to meet and resolve the grievance within ten (10) working days. The immediate supervisor will respond within ten (10) working days of the meeting.

b. **Step 2.** If a satisfactory settlement is not reached in Step One, and the employee wishes to pursue the matter further, said grievance shall be put to writing and referred to the Department Head within ten (10) working days after the decision from Step One. The parties shall attempt to meet to resolve the grievance within ten (10) working days of the date of the written submittal. The Department Head shall rule on the merits of the alleged grievance and respond in writing within ten (10) working days of the meeting. In the event the employee's immediate supervisor is the Department Head, the Mayor or his/her designee shall consider the grievance at this step.

c. **Step 3.** If a satisfactory settlement is not reached at Step Two, the grievant with authorization from the Union may submit the written grievance to the Mayor within ten (10) working days after the decision from Step Two. The parties shall attempt to meet to resolve the grievance within ten (10) working days of the written submittal. Failure of the Mayor or his/her designee to satisfactorily resolve the alleged grievance shall permit the Union the right to submit a demand for arbitration to the City in writing within ten (10) working days of receipt of the response at Step 3 or, failing a response, within ten (10) working days of the date the response was due.

d. **Selection of Arbitrator.** The City and the Union shall immediately thereafter select an arbitrator to hear the dispute. If the City and the Union are not able to agree upon an arbitrator within ten (10) working days after receipt by the City of the written demand for arbitration, the parties shall jointly request a list of eleven (11) arbitrators from the Federal Mediation and

Conciliation Service (FMCS) The list shall be limited to arbitrators who are members of the National Academy of Arbitrators from Washington and/or Oregon sub-regions. Within ten (10) working days after receipt of same, the parties shall alternately strike the names of the arbitrators until only one name remains, who shall hear the dispute. The party striking first will be the winner of the flip of a coin.

e. Authority of the Arbitrator.

The Arbitrator shall have no power to render a decision that will add to, subtract from, alter, change, or modify the terms of this Agreement, and his/her power shall be limited to interpretation or application of the express terms of this Agreement, and all other matters shall be excluded from arbitration. The decision of the arbitrator shall be presented in writing, and shall be final and binding upon the parties; provided that the decision does not involve action by the arbitrator beyond his or her jurisdiction.

18.2 Union Assistance. Nothing herein shall prevent an employee from seeking assistance from the Union or the Union from furnishing such assistance at any stage of the grievance procedure.

18.3 Expenses. Each party shall pay the compensation and expenses for its own representatives and witnesses, including attorneys' fees. The parties will share equally the costs and expenses of the arbitrator.

18.4 Time Requirements. If the grievant fails to take the action required within the times provided herein, he/she shall forfeit the right to further protest the grievance, denial of the grievance or interim recommended solution. Failure on the part of the City to respond at Step 1 within the specified time limit shall automatically move the grievance to the next step.

18.5 Conflict Resolution Process

Purpose

To address and resolve employee conflicts and/or problems in the workplace that are not covered under the scope of a labor agreement, Personnel Policies, or other formal means of grievance resolution. The Conflict Resolution Process (CRP) addresses conflicts between employees and/or supervisors arising from problems involving personal differences, inappropriate behavior, poor communications, or similar reasons. The intent of the CRP process is to resolve poor working relationships, which adversely impact others or services.

Process:

All employees are encouraged to discuss problems they are experiencing with their co-workers or supervisor in an honest and frank manner. Both parties are encouraged to resolve the conflict or problem among themselves in the most fair way, which is mutually acceptable to both parties. If the problem cannot be resolved among the involved parties, the employee may initiate the next step in the CRP process.

Step 1. - Any employee with or without the assistance of a representative can initiate the CRP process by providing the other party(s) in the dispute with a written notice containing short statements outlining 1) the problem or conflict, 2) the adverse impact upon the employee, and 3) the remedy sought. A copy of the written notice must also be provided to the other party's supervisor. The other party must respond in writing to the employee within one calendar week with a copy of the response also going to their immediate supervisor.

Step 2. If the conflict is not resolved by these actions, the employee shall request in writing for the other parties' supervisor to resolve the issue(s). At the request of either party a mutually agreeable mediator/fact finder will be invited to assist the parties in reaching a mutually agreeable resolution. The expense of the mediator, if any, shall be paid by the City. This action must be taken within two calendar weeks following receipt of the employee's request for resolution of the issue(s).

Step 3. If the two parties involved in the dispute are not successful in resolving the issue(s), the supervisor and/or mediator shall prepare a written report outlining the facts presented by both parties involved in the issue along with a recommendation for a fair and equitable resolution to the problem. This report shall be provided to both parties in a confidential manner.

Step 4. If the parties have not mutually resolved the issue(s) within one week following receipt of the mediator's report, the report shall be submitted to the Mayor. The Mayor shall review the report and issue a final resolution to the problem, which shall be binding upon all parties, involved in the dispute. The parties shall carry out the Mayor's directive in a cooperative manner. Retaliatory action from either party is strictly prohibited.

Step 5. A follow-up action will be conducted by the Human Resources Office, after forty-five (45) days to insure compliance with the Mayor's resolution. A written follow-up report will be provided to all parties involved, including the Mayor.

Article XIX - Entire Agreement

The Agreement expressed herein in writing constitutes the entire Agreement between the parties. The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, except as otherwise provided in this Agreement, each voluntarily and unqualifiedly agrees to waive the right to oblige the other party to bargain with respect to any subject or matter not specifically referred to or covered in this Agreement.

Article XX - Savings Clause

Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation, ordinance, or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof; provided, however, upon such invalidation that parties mutually agree to meet and negotiate such parts or provisions affected. The remaining parts or provisions shall remain in full force and effect.

Article XXI - Term of Agreement

This Agreement shall become effective upon January 1, 2015 and shall remain in effect until December 31, 2017.

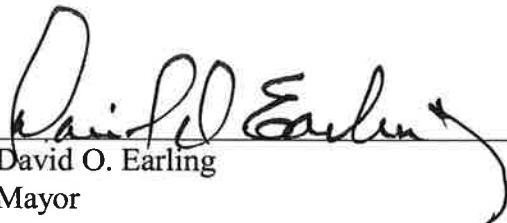
DATED this 28th day of October, 2015

**SERVICE EMPLOYEES INTERNATIONAL
UNION LOCAL 925**

By


Organizer/Representative

By



David O. Earling
Mayor

Date

Oct. 22, 2015

Date

10.28.15

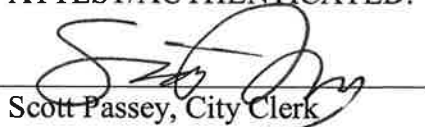

Bargaining Team Member


Bargaining Team Member

Bargaining Team Member

ATTEST/AUTHENTICATED:

By


Scott Passey, City Clerk

APPROVED AS TO FORM:

By


Office of the City Attorney

Appendix "A"

1. RATES OF PAY, EFFECTIVE JANUARY 1, 2015 (includes 2% COLA):

PAY GRADE	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI
NE-14	5690	5804	6095	6399	6722	7057
NE-13	5367	5476	5746	6035	6332	6653
NE12**	5176	5278	5543	5819	6110	6415
NE-12*	5126	5227	5489	5763	6051	6353
NE-12	5026	5124	5382	5650	5932	6228
NE 11*	4927	5026	5279	5543	5820	6109
NE-11	4738	4833	5076	5330	5596	5874
NE-10	4480	4574	4804	5042	5293	5559
NE-9	4217	4300	4514	4739	4979	5229
NE-8	3981	4062	4264	4478	4703	4939
NE-7	3772	3849	4039	4244	4456	4675
NE-6	3542	3615	3793	3983	4184	4392
NE-5	3331	3402	3568	3749	3935	4132
NE-4	3155	3218	3377	3549	3726	3914
NE-3	2988	3050	3201	3361	3531	3707
NE-2	2813	2873	3014	3164	3319	3486

2015 Market Rate Adjustments

The following position will receive a market rate adjustment reflected in the new pay grades above effective January 1, 2015 as follows:

NE 11* Building Inspector – 4%

NE 12* Plans Examiner – 2%

NE 12**Combination Building Inspector – 3%

Reclassifications

Additionally, the following positions were reclassified as of January 1, 2015:

Court Clerk reclassified from pay grade NE 6 to NE 7

Recreation Specialist reclassified from pay grade NE 6 to

Recreation Coordinator pay grade NE 13

A.1 Wages

Wage increases for 2015, 2016, and 2017 for all SEIU employees employed by the city on the final date of ratification by both parties, will be as follows.

Effective January 1, 2015, the monthly rates of pay for each classification covered by this Agreement shall be increased by 2% (increased rates are reflected in the above "Rates of Pay, Effective January 1, 2015").

Effective January 1, 2016 and January 1, 2017, the monthly rates of pay for each classification covered by this Agreement shall be increased by one-half percent (.5%) and one hundred percent (100%) of the percentage increase in the Seattle-Tacoma-Bremerton Area Consumer Price Index semi-annual average from June to June of the previous year, with a minimum increase of one percent (1.0%) and a maximum increase of two percent (2.0%). The Index used shall be the Consumer Price Index for Urban Consumers (CPI-U), All Items Indexes, Revised Series (1982-84+100) for the Seattle-Tacoma-Bremerton area, as published by the Bureau of Labor Statistics.

A.2 Wage Step Advancement. Step advancement shall be based upon completion of the applicable length of service and satisfactory performance. If the completion of such period of time occurs at other than the beginning of a semi-monthly pay period, the advancement to the new pay step shall become effective at the beginning of the next semi-monthly pay period.

After successful completion of the six month probationary trial period, an employee shall receive a step increase of one step not to exceed the maximum of the negotiated pay grade table. The completion of probation establishes the anniversary date used for future performance evaluations and/or step increases.

The City shall have the right to place an employee in any pay STEP above the minimum set forth herein, in which event, advancement of said employee to each of the next higher pay STEPS shall be governed by this section A.2. The six (6) month probationary STEP increase shall apply regardless of the STEP in which the employee is initially placed.

A.3 Provision of Tools, Clothing and Safety Equipment. Any boots to be worn by employees shall be purchased by the employees upon their initial hiring. Thereafter, engineer inspector, engineering technician, engineering aide, building inspector, combination inspector, and code enforcement officer will receive up to one hundred twenty dollars (\$120.00) per year for replacement of boots if necessary. Thereafter the allowance will be increased by the Consumer Price Index as calculated in Section A. 1 and rounded to the nearest dollar. The City will provide rubber boots for the aquatics/athletic coordinator. Any raingear and/or uniform necessary shall be provided on a department basis and used by employees as needed.

A.4 Position Classification Schedule

<u>Position Title</u>	<u>Pay Grade</u>
Senior Combination Building Inspector	NE-14
Accountant	NE-14
Financial Analyst	NE-14
GIS Analyst	NE-14
Recreation Coordinator	NE-13
Environmental Education & Sustainability Coordinator	NE-13
IT Network Specialist	NE-13
Engineering Technician III	NE-13
IT Systems Specialist	NE 13
Community Services Program Coordinator	NE-12
Combination Building Inspector	NE-12**
Plans Examiner	NE-12*
Code Enforcement Officer	NE-12
Building Inspector	NE-11*
Senior Permit Coordinator	NE-11
PC Support Technician	NE-11
Engineering Technician II	NE-11
Stormwater Technician	NE-11
Executive Assistant- Public Works	NE-10
Executive Assistant – Parks, Recreation & Cultural Services	NE-10
Office Coordinator	NE-10
Probation Officer	NE -10
Engineering Technician I	NE-10
Permit Coordinator	NE-09
Administrative Assistant (Development Services)	NE-09
Administrative Assistant	NE-09
Deputy City Clerk	NE-09
Lead Court Clerk	NE-09
Accounting Specialist	NE-09
Part-Time IT Assistant	NE-09
Permit Coordinator I	NE-07
Business License Clerk	NE-07
Court Clerk	NE-07
Senior Office Specialist	NE-06
Office Assistant	NE-04
Recreation Leader	NE-02

A.5 – Longevity Pay

Based on total length of service in a bargaining unit position, employees shall receive, in addition to their monthly rate of pay set forth in Appendix A., monthly Longevity Pay in accordance with the following:

<u>Seniority</u>	<u>Longevity Pay</u>
5 years	0.5% of employee's monthly rate of pay
10years	1.0% of employee's monthly rate of pay
14 years	1.5% of employee's monthly rate of pay
18 years	2.0% of employee's monthly rate of pay
25 years	2.5% of employee's monthly rate of pay